

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 28 April 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 17

I. SIGNIFICANT ITEMS: NONE

II. OTHER ITEMS:

A. Position Identification by Function:

25X1 [] Secretary of the DDA Career Service Board, stated that the DDS has asked that all components of the DDS identify all positions GS-9 and above which are not functionally the same as the component to which they are assigned. The information requested includes biographic data on the individual and job title, grade, and a brief job description in order to identify the service designation that the position should carry. This information must be reported to [] by 4 May 1955.

25X1

B. Classification and Wage Survey of T/O:

25X1 [] has started the final phase of the job survey of the Basic School. He is completing necessary work on clerical and training aids positions in the Operations School and all positions within the Language and External Training School.

25X1 C. New [] Badging Procedure:

A new procedure regarding the handling of badges and manifests was put into final form and is to go into effect on 27 April. Under this procedure

25X1

D. A&E Contracts:

The A&E contracts have received the concurrence of the Comptroller and the Special Assistant to the DCI for Planning and Coordination and were delivered to the DDS for approval on 26 April 1955.

JOB NO. _____ FILE NO. _____ FLD NO. _____ DOC. NO. 29 NO CHANGE
IN CLASS/ IDEOL/ CLASS CLASSIFIED TO: TS S (C) RET. INST. 22
NEXT REV DATE 09/13/55 REVIEWED [] TYPE DOC. 02
NO. PGS 12 CREATION DATE _____ CCG COMP // OPL // ORG CLASS S
REV CLASS C REV COORD. _____ AUTH: HN 70-3

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E. Budget Review:

FY-1955 "Obligation Analysis Reports" have been furnished to Chiefs of all OTR major components. This analysis projects total obligations through the end of FY-1955 and indicates estimated surpluses by object class. The Chiefs have been requested to review the report and indicate, at the OTR staff meeting on Friday, any additional fund requirements for programs and projects not originally included in the FY-1955 Budget. These requests will be considered in the possible use of the Estimated OTR FY-1955 surplus for such purposes.

F. Delinquent Advance Accounts:

Internal Finance Division procedures provide that a report be given to the Inspector General of all employees where a payroll deduction was necessary to liquidate a delinquency in accounting for official funds. A report of such action will be filed in the employee's personnel folder. All IBM lists of outstanding advance accounts will be routed to XO/TR for the information of the DTR in case of serious delinquencies.

G. T/O Amendment:

At the request of XO/TR, a request for five additional Statistical Clerk positions for the A&E Staff has been prepared and forwarded to the Management Staff. It is possible that five present vacant slots will have to be deleted in order to provide for these additional positions and comply with ceiling limitations.

H. Machine Run - Date of Grade:

The Office of Personnel Date of Grade Machine Runs reflect an EOD date of 18 September 1947 for all employees who were on board prior to that date. This was the date CIA came into existence. However, creditable time for leave purposes, etc., will start from the individual's actual EOD date.

I. Renovation of Auditorium, Building T-30:

Renovation of the [] Auditorium was completed Friday, 22 April 1955.

J. Visit to []

[] arranged for and accompanied [] to the Agency Records Center [] on 22 April 1955. [] obtained a great deal of valuable data for the OTR history from these retired OTR records.

K. [] Program:

The HFO/TR prepared an agreement between the Agency [] for the

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25X1 [] Summer Program. The agreement was signed by [] and was approved by the DDCI preparatory to a partial payment to be made on the contract on 29 April. 25X1

L. Registrar Activities:

1. A report on external training received by CIA employees separated during March was forwarded to the DTR on 25 April 1955.

2. The Weekly Report of Enrollment Statistics was disseminated on 27 April.

25X1 3. [] accompanied by [] spent Wednesday morning in [] discussing problems concerning registration and keeping accurate records on language and external training. 25X1

25X1 4. [] has given verbal notification of her resignation effective 13 May.

25X1 M. [] Report:

The weekly report of the utilization [] from 20 April through 26 April is attached. 25X1

25X1 Attachment: []



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